British School of Ulaanbaatar

"an education for the world"

Job Description

Subject Teacher (Secondary)

Managed by: Head of Faculty

Subject Teachers are responsible for teaching a specific subject or subjects as per contract across multiple classes and year groups within the Secondary Phase of the School. They are responsible for managing the delivery of education in lessons as per timetable and the resources provided in their classroom/workplace. The post holder is expected to collaborate with colleagues within his or her subject area under the direction of the relevant Head of Faculty. Subject Teachers are required to teach students according the requirements of the National Curriculum of England and Wales as adapted for the context of Mongolia and the directives of the Ministry of Education, and the Cambridge Assessment International Education specification for examination year groups. Furthermore, Subject Teachers are responsible for maintaining the health and safety, conduct, discipline, welfare and well-being of the students they teach.

The post holder is expected and required to adhere to the following requirements.

Knowledge and Understanding

- Maintain familiarity with the content and the aims of the National Curriculum of England and Wales and by Cambridge Assessment International Education for the specific subject(s), developing a detailed knowledge and understanding of programmes of study.
- Maintain and develop an understanding of subject specific knowledge, terminology and skills required within the National Curriculum of England and Wales and Cambridge Assessment International Education.
- Share good practice and contribute to the professional development of all colleagues by participating in the academic quality assurance process.
- Use feedback from observation and work sampling in addition to external evaluation and personal reflection to maintain and improve the quality of teaching and learning.

Pedagogy, Planning and Class Management

- Plan teaching to achieve progression in the knowledge, skills and understanding of each student through the:
    - identification and communication of clear learning objectives specifying how they will be taught and assessed and ensuring the best use of teaching time;
    - provision of differentiated experiences and activities for the whole class, groups and individuals which challenge students and provide progression and continuity;
    - use of a variety of teaching strategies to sustain the momentum of student work and progress;
    - identification and referral of students who may be of higher or lower ability or need further support to develop fluency in English.
- Provide a clear structure for lessons, maintaining pace and challenge.
- Contribute to the development of the BSU schemes of work by creating lesson plans and teaching resources that can be shared and used by colleagues both within his or her Faculty and via the School shared drives.
- Set appropriate, yet demanding, expectations for student achievement, progress and behaviour.
- Establish a safe, supportive, attractive and stimulating learning environment in his or her designated workplace.
- Use, maintain and store classroom resources safely and efficiently.
- Contribute to and support opportunities for the personal, moral, social and cultural development of students through, for example, assemblies, themed academic days, field days and other events.

Monitoring, Assessment, Recording and Reporting

- Assess and record each student's progress systematically and use this and other data to ensure that students make demonstrable progress:
- Assess the degree of success in meeting learning objectives and use this data to Inform future planning and curriculum review.
- Mark and monitor students' work according to School policy, providing constructive feedback and setting targets for students' progress.
- Write reports relating to the progress, development and learning of students periodically as per the reporting cycle, but also on request from a member of the School Leadership Team.
- Liaise with the EAL and Learning Support staff in differentiating expectations and tasks for students with specific individual needs.

Safeguarding and Supporting the Wellbeing of Students

- Provide a safe and secure environment in which children can develop intellectually, physically, socially and emotionally. Specifically, this involves:
    - having awareness of and complying with the School's Safeguarding and Child Protection Policy;
    - complying with the School's Human Resources and Recruitment processes during on-boarding;
    - attending and applying safeguarding and child protection training and practice;
    - supporting effective monitoring and supervision of students around the School at all times, regardless of task or duty;
    - supporting and delivering the School's PSHE programme (if a form tutor);
    - maintaining positive and constructive inter-relationships with parents;
    - adhering to the School's Health, Safety and Environment (HSE) policies and protocols.
- Be vigilant for situations or evidence of a child being hurt or harmed by another person in a way that may impact the child's health, development or well-being.
- Pass on any suspicions of a child being hurt or harmed by another person or details of disclosure(s) to designated colleagues in accordance with School policy.

General School Expectations

- Maintain a working knowledge of and adherence to School policies and procedures.
- Promote English as the primary language of communication throughout the School.
- Set a good example to students through personal and professional conduct and appearance.
- Promote the School internally, in the external local community and on-line as per the School's General Communications Policy and Social Media policy.
- Liaise with members of the administration team to support the annual inventory of equipment and resources.
- Take on additional responsibilities and duties as reasonably required by the Head Master.

Declaration

I have read the job description above and accept the responsibilities and tasks as detailed therein.

Name: ……

Post holder's Signature: …….. Date: ……..

Head Master's Signature: …….. Date: ……